

Purchasing Contact:
Theresa Anderson, PSO II

Telephone Number:
(860) 622-2542

STATE OF CONNECTICUT
DEPARTMENT OF INFORMATION TECHNOLOGY
CONTRACTS & PURCHASING DIVISION
101 EAST RIVER DRIVE, 4th Floor
EAST HARTFORD, CT 06108-3274

Contract Award #
012-A-27-7040-C
03ITZ0183

Contract Award Date
March 25, 2002

Expiration Date
September 30, 2004

CONTRACT AWARD

IMPORTANT: This is NOT a Purchase Order. Do NOT produce or ship without an Agency Purchase Order.

COMMODITY CLASS/SUBCLASS & DESCRIPTION: **7000 / 560 Radio Equipment (Kenwood)**

FOR: Department of Transportation Bradley International Airport 2800 Berlin Turnpike, PO Box 317546 Newington, CT 06131-7546		TERM OF CONTRACT: March 25, 2002 – September 30, 2004 <i>(with an option to extend one additional year)</i>	
		AGENCY REQUISITION NUMBER: 014799	
IN STATE (NON-SB) CONTRACT VALUE	DAS CERTIFIED SMALL BUSINESS CONTRACT VALUE	OUT OF STATE CONTRACT VALUE	TOTAL CONTRACT AWARD VALUE
--	\$59,219.90	--	\$59,219.90

NOTICE TO CONTRACTORS: This notice of award is not an order to ship. The using agency or agencies on whose behalf the contract is made will furnish purchase orders against contracts. Send invoices directly to the using/ordering agency per instructions on purchase order.

NOTE: Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Director concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

- ▶ **CASH DISCOUNTS:** Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.
- ▶ **PRICE BASIS:** Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

CONTRACTOR INFORMATION:

Company Name: **Communication Services**

Address: **198 West Church Street, Seymour, CT 06485**

Tel. No.: **(203) 888-9770**

Fax No.: **(203) 888-7916**

Contract Value: **\$59,219.90**

Contact Person: **Mike Gardella**

SSN/FEIN # **06-1196959**

Delivery: **15 days A.R.O.**

Certification Type: **SBE**
(SBE, MBE, WBE or None)

Payment Terms: **Net 45 Days**

Supply to Political Sub-Divisions: **No**

Company E-mail Address: radiosvc@aol.com

APPROVED

Holly Miller-Sullivan

Director of Contract & Purchasing Division
(Original Signature on Document in Procurement Files)

Date Issued: **March 25, 2002**

STATE OF CONNECTICUT
DOIT - CONTRACTS & PURCHASING DIVISION

Award Number
012-A-27-7040-C

Purchasing Contact:
Theresa Anderson, PSO II

Telephone Number:
(860)622-2542

E-Mail Address:
theresa.anderson@po.state.ct.us

**CONTRACT AWARD
SCHEDULE**

012-A-27-7040-C

CONTRACT AWARD DATE
March 25, 2002 - September 30, 2004

DELIVERY
15 business days A.R.O.

PAYMENT TERMS
Net 45 Days

CASH DISCOUNT
-- % -- Days

Pricing includes all transportation charges FOB State Agency.

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VENDOR NAME:
Communication Services

SSN OR FEIN #: **06-1196959**

The Department of Information Technology **is issuing this contract award for**
The Department of Transportation for Bradley International Airport
for Kenwood Radio Equipment to the above named vendor

	DESCRIPTION OF COMMODITY AND/OR SERVICES	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
1	Kenwood UHF Repeater Station Model # TKR - 8400S - IC10C2 w/a decibel product DB201-N antenna Warranty: 2 year standard	2	each	\$7, 170.40	\$14, 340.80
2	Kenwood UHF Portable Radio Model # TK - 380K Warranty: 2 year standard	30	each	\$557.92	\$16, 737.60
3	Kenwood UHF Portable Radio w/DTMF Pad Model # TK - 380K4 Warranty: 2 year standard	30	each	\$587.95	\$17, 638.50
4	Kenwood UHF Dash Mounted Radio Model # TK - 880K Warranty: 2 year standard	30	each	\$350.10	\$10, 503.00

THIS IS A TOTAL CONTRACT AWARD OF: \$ 59,219.90

Vendor Contact: Michael Gardella

Address: 198 West Church Street, Seymour, CT 06483

Phone: (203) 888-9770 Fax: (203) 888-7916 E-mail: radiosvc@aol.com

Notes:

1. Bidders must comply with the attached Standard Bid and Contract Terms and Conditions, Special Bid/Contract Terms and Conditions, and Agency Specifications.
2. Quantities listed are estimates only. Quantities purchased may be more or less than the estimates. Price includes equipment, installation, delivery, and warrantee.

All correspondence regarding this Contract Award must be in *writing* and submitted to:

theresa.anderson@po.state.ct.us --or--

Attn.: Theresa Anderson, Bid # **012-A-27-7040-C**

DOIT - Contract & Purchasing Division, 101 East River Drive, East Hartford, CT 06108

STATE OF CONNECTICUT
DOIT - CONTRACTS & PURCHASING DIVISION

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AGENCY SPECIFICATIONS

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS
BRADLEY INTERNATIONAL AIRPORT

Specification No. 0111BDL

GENERAL INFORMATION AND REQUIREMENTS

INTENTION: The intention of these specifications is to set forth the minimum requirements for the purchase of additional equipment which will provide reliable communications for use by the State of Connecticut, Department of Transportation, Bureau of Aeronautics at Bradley International Airport. In all details not specifically stated herein, it is understood that equipment supplied shall meet or exceed the requirements of the Electronics Industries Association and the Federal Communications Commission which are current at the time of the award or installation.

EQUIPMENT: This bid shall consist of the following equipment:

DESCRIPTION	SECTION #	PAGE #
UHF Repeater Stations (50 Watt)	1101BDL-1	2
UHF Portable Radios (for Maintenance Unit)	1101BDL-2	3
UHF Portable Radios with DTMF (for Maintenance Unit)	1101BDL-3	4
UHF Dash Mounted Radios	1101BDL-4	5 - 6

INSTALLATION, MAINTENANCE AND WARRANTY: The successful Bidder shall be responsible for the installation of one (1) of the two (2) repeaters. This will include the following items; antenna, antenna cable and the necessary electrical and lightning protection. The repeater will be located at one of light towers on the mountain three (3) miles west of the Airport. The Bidder shall also be responsible for providing warranty service during the manufacturers standard warranty period. The State shall be responsible for the installation and non-warranty maintenance of the second repeater, antenna, antenna cable and necessary electrical and lightning protection, mobiles and portable equipment supplied.

PROGRAMMING EQUIPMENT: All programming of the repeaters shall be accomplished by the use of a portable IBM PC or IBM compatible PC using special interfacing cables and software programs. One (1) complete set of all the necessary hardware, including interconnecting cabling and software to read and/or change the programming of the repeaters shall be provided.

All radios shall be field programmable. If this is done using an IBM or IBM compatible PC the Bidder shall supply one (1) set of the appropriate software and the cable interfaces between the radio and the computer. In the event the equipment is not field programmable using an IBM or IBM compatible PC, the Bidder shall provide all the necessary hardware, interconnecting cabling, and software necessary to read and/or change the programming of the radio equipment provided.

SERVICE MANUALS: Comprehensive installation and service manuals shall be provided. They shall be complete in every detail for the equipment actually supplied and will include at least the following:

- basic theory of operation of the circuitry used
- troubleshooting charts for determining circuit failures
- tuning and alignment procedures
- parts listing that gives the manufacturers ordering numbers for parts
- pathfinder diagrams showing printed circuit layouts and locations
- schematic diagrams showing normal voltage measurements

A minimum of one (1) manual for each ten (10) radios ordered shall be supplied and a minimum of four (4) manuals for each repeater station ordered shall be supplied.

AGENCY SPECIFICATIONS

Specification No. 0111BDL -1 / UHF REPEATER STATIONS

GENERAL: UHF repeater stations. Each the station shall be operated as a stand-alone repeater. The station shall operate from a 120 volt 60 Hz. AC power line. Surge protector shall be provided to limit voltage surges on the AC power lines.

CABINET: The cabinet that houses the repeater shall be attractively designed and suitable for exposed indoor floor mounting. It shall contain the antenna duplexer in addition to the transmitter and receiver. All cabinet doors shall be provided with key locks to prevent entry. No controls or switches shall be accessible from outside the cabinet when the doors are closed and locked. The cabinet shall contain an unused 120-volt AC outlet so that radio-servicing equipment may be plugged in. Cabinet shall be the design of the OEM of the radio.

METERING FACILITIES: There shall be complete metering facilities built into each repeater which shall indicate the condition of the principal receiver and transmitter circuits. A built in microphone and speaker shall be provided to allow service personnel to check the repeater when it is being serviced. The speaker shall have an on-off switch.

OPERATING FREQUENCIES AND CONTINUOUS TONE CODED SQUELCH: The repeater shall be programmed upon receipt for single frequency operation in both the receiver and transmitter. It shall be possible to program any standard CTCSS or DTCSS code in the radio. *Repeaters shall be programmed as follows:*

	TRANSMITTER		RECEIVER	
	Frequency	CTCSS Tone	Frequency	CTCSS Tone
Repeater 1 – Ch 1.	453.500MHz	141.3 Hz	458.500 MHz	141.3 Hz
Repeater 2 – Ch 1.	453.300MHz	141.3 Hz	458.300 MHz	141.3 Hz

The Transmitter and the Receiver shall meet or exceed the following technical specifications:

TRANSMITTER:

- a) RF Power Output: adjustable to 50 Watts after duplexer at the antenna, and continuous duty
- b) Spurious and Harmonics: more then 85 dB below carrier
- c) FM Noise: -50 dB
- d) Modulation: 0 to plus/minus 5 KHz (16F3)
- e) Audio Response: +1,-3 dB from 6 dB/octave pre-emphasis 300-3000 Hz (referenced at 1000 Hz)
- f) Audio Distortion: Less then 2% at 1000 Hz; 60% system deviation

RECEIVER:

- a) Operating mode: Dual squelch
- b) Channel Spacing: 25KHz/12.5KHz
- c) EIA Modulation Acceptance: minimum of plus and minus 7.0 KHz
- d) Selectivity EIA Sinad: -90dB at plus/minus 25KHz
- e) Sensitivity - 20 dB quieting: .50 microvolts or less
- f) Sensitivity - 12 dB Sinad: .35 microvolts or less
- g) Intermodulation EIA Sinad: -80dB
- h) Spurious and image rejection: -100dB minimum

MORSE CODE ID: A Morse Code Identifier will be provider and programmed to the current station license call letters. It shall be programmable as to the call sign, speed, tone frequency and time of activation.

DTMF Control: Repeaters shall have the capability of the transmitter being able/disable via a standard DTMF signaling.

ANTENNA: One (1) non gain base station antenna, Two hundred (200) feet of 1/2 inch "Helix" type transmission line, and connectors shall be provided for use with the repeater. Mounting to the tower will be side mounting.

AGENCY SPECIFICATIONS

Specification No. 0111BDL -2 / UHF PORTABLE RADIOS

GENERAL: The portable radios shall be multiple channel FM Receiver/Transmitter units from the TYPE B group of the Acceptable Brands List for Radio, Portable, hand held (2-way FM), synthesized ABL-0017-048-R-380 or superseding list. Each radio shall meet the MIL-STD 810D standard for Rain, Humidity, Dust, Shock and Vibration. It shall also meet or exceed the following specifications.

OPERATING FREQUENCIES: The radio shall be constructed and wired so that a minimum of fourteen (14) channels can be programmed in both the receiver and transmitter. Channel selection must be done by the use of a rotary switch, which has enough clearance around it so that it can be turned while wearing gloves. The selector knob must have a physical stop at each end of its channel selection. It shall be possible to program any standard CTCSS OR DTCSS code on any channel in the radio. There shall be a CTCSS disable switch located on the portable so that the channel can be monitored before transmitting. All portable will be FleetSync® compatible. Radio information to be programmed by ConnDOT. *The channel information listed below shall be programmed in the radios upon receipt.* All remaining channels shall be programmed the same as channel 1.

CHANNEL	TRANSMITTER		RECEIVER	
	Frequency	CTCSS Tone	Frequency	CTCSS Tone
1	458.500 MHz	141.3 Hz	453.500 MHz	141.3 Hz
2	453.500 MHz	141.3 Hz	453.500 MHz	141.3 Hz
3	458.300 MHz	141.3 Hz	453.300 MHz	141.3 Hz
4	453.300 MHz	141.3 Hz	453.300 MHz	141.3 Hz

POWER OUTPUT: Each portable radio shall have a transmitter power output of at least 3 watts.

TRANSMITTER TIMER: Circuitry shall be installed within the radio which will disable the transmitter after approximately 1 minute of continuous transmission to prevent the transmitter from remaining on the air and tying up the channel.

ANI ENCODER: Each radio shall be capable of being programmed with up to six (6) digits DTMF Automatic Number Identifier (ANI) using the standard sixteen (16) DTMF Signaling tones. The minimum and maximum and interdigit tone times shall be adjustable from 20ms-100ms. The ANI shall be programmed for leading (ANI when PTT is depressed). Mike audio shall NOT be present during ANI functions. ALL radio will be programmed with 111 as their ID and a timing of 50ms. The radios must also be capable for FleetSync® operation.

BATTERIES & CHARGERS: Each radio shall be supplied with a rapid charge nickel cadmium rechargeable battery, which shall have an 5 hour life when used in a 5-5-90% duty cycle. Two (2) SPARE batteries shall be supplied with each portable, point of original manufacturing will be the only batteries accepted. Each radio shall be supplied with a single unit 115 volt AC rapid battery charger.

CARRYING CASES & BELT CLIP: A full front cover, swivel back, leather carrying case will be supplied with each portable. A long strap allowing the radio to be carried over the shoulder shall also be supplied with each carrying case. The following models are the ONLY acceptable cases. Leathersmith Model 7218NC-360 used with the 17A Battery. Each radio shall be supplied with a belt clip, which will allow the radio to be carried on the wearer's belt.

SERVICE ACCESSORIES: One set of the following shall be supplied:

- Any special connectors and/or adapters necessary to connect the portable radio to standard radio service test equipment, such as Wattmeters, Service Monitors, and DC Power Supplies
- Any special interconnecting cables necessary to allow alignment and/or troubleshooting with modules or boards removed from the radio.
- Alignment tools necessary to align the radio

AGENCY SPECIFICATIONS

Specification No. 0111BDL -3 / UHF PORTABLE RADIOS with DTMF

GENERAL: The portable radios provided under this specification shall be multiple channel FM Receiver/Transmitter units from the TYPE B group of the Acceptable Brands List for Radio, Portable, hand held (2-way FM), synthesized ABL-0017-048-R-380 or superseding list. Each radio shall meet the MIL-STD 810D standard for Rain, Humidity, Dust, Shock and Vibration. It shall also meet or exceed the following specifications.

OPERATING FREQUENCIES: The radio shall be constructed and wired so that a minimum of fourteen (14) channels can be programmed in both the receiver and transmitter. Channel selection must be done by the use of a rotary switch, which has enough clearance around it so that it can be turned while wearing gloves. The selector knob must have a physical stop at each end of its channel selection. It shall be possible to program any standard CTCSS OR DTCSS code on any channel in the radio. There shall be a CTCSS disable switch located on the portable so that the channel can be monitored before transmitting. All portable will be FleetSync® compatible. Radio information to be programmed by ConnDOT. A DTMF encoder shall be built into the front of the portable. *The channel information listed below shall be programmed in the radios upon receipt.* All remaining channels shall be programmed the same as channel 1.

CHANNEL	TRANSMITTER		RECEIVER	
	Frequency	CTCSS Tone	Frequency	CTCSS Tone
1	458.500 MHz	141.3 Hz	453.500 MHz	141.3 Hz
2	453.500 MHz	141.3 Hz	453.500 MHz	141.3 Hz
3	458.300 MHz	141.3 Hz	453.300 MHz	141.3 Hz
4	453.300 MHz	141.3 Hz	453.300 MHz	141.3 Hz

POWER OUTPUT: Each portable radio shall have a transmitter power output of at least 3 watts.

TRANSMITTER TIMER: Circuitry shall be installed within the radio which will disable the transmitter after approximately 1 minute of continuous transmission to prevent the transmitter from remaining on the air and tying up the channel.

ANI ENCODER: Radios shall be capable of being programmed with up to six (6) digits DTMF Automatic Number Identifier (ANI) using the standard sixteen (16) DTMF Signaling tones. The minimum and maximum and interdigit tone times shall be adjustable from 20ms-100ms. The ANI shall be programmed for leading (ANI when PTT is depressed). Mike audio shall NOT be present during ANI functions. Radios will be programmed with 111 as their ID and a timing of 50ms and must be capable of FleetSync® operation.

BATTERIES & CHARGERS: Each radio shall be supplied with a rapid charge nickel cadmium rechargeable battery, which shall have an 5 hour life when used in a 5-5-90% duty cycle. Two (2) SPARE batteries shall be supplied with each portable, point of original manufacturing will be the only batteries accepted. Each radio shall be supplied with a single unit 115 volt AC rapid battery charger.

CARRYING CASES & BELT CLIP: A full front cover, swivel back, leather carrying case will be supplied with each portable. A long strap allowing the radio to be carried over the shoulder shall also be supplied with each carrying case. The following model is the ONLY acceptable case Leathersmith 7224NC-360 used with the 17A Battery and DTMF pad. Each radio shall be supplied with a belt clip which will allow the radio to be carried on the wearers belt.

SERVICE ACCESSORIES: One set of the following shall be supplied:

- Any special connectors and/or adapters necessary to connect the portable radio to standard radio service test equipment, such as Wattmeters, Service Monitors, and DC Power Supplies
- Any special interconnecting cables necessary to allow alignment and/or troubleshooting with modules or boards removed from the radio.
- Alignment tools necessary to align the radio

AGENCY SPECIFICATIONS

Specification No. 0111BDL – 4 / UHF DASH MOUNTED RADIOS

GENERAL: Each radio provided shall be a dash mounted multiple channel FM Receiver/Transmitter unit listed in the TYPE B group (UHF BAND) of the Dash Mount (Synthesized) section of the Acceptable Brands List for Receiver-Transmitter, Radio, (mobile station type), (synthesized) ABL-1748-R-359 or superseding list. The radio shall be delivered as a complete unit and shall contain all the necessary components and hardware as may be necessary for a complete mobile installation. It shall also meet or exceed the following specifications.

OPERATING FREQUENCIES AND CONTINUOUS TONE CODED SQUELCH: The radio shall be capable of being programmed for a minimum of sixteen (16) frequency operation in both the receiver and transmitter. It shall be possible to program any standard CTCSS OR DTCSS code on any channel in the radio. FleetSync® information to be programmed by ConnDOT. *The channel information listed below shall be programmed in the radio upon receipt.* All other channels shall be unused at the present time.

CHANNEL	TRANSMITTER		RECEIVER	
	Frequency	CTCSS Tone	Frequency	CTCSS Tone
1	458.500 MHz	141.3 Hz	453.500 MHz	141.3 Hz
2	453.500 MHz	141.3 Hz	453.500 MHz	141.3 Hz
3	458.300 MHz	141.3 Hz	453.300 MHz	141.3 Hz
4	453.300 MHz	141.3 Hz	453.300 MHz	141.3 Hz

The operator shall be prevented from selecting a channel, which has not been programmed. If a physical stop is not installed on radios equipped with a rotary frequency selection switch, all remaining frequencies selected by the switch shall be programmed the same as channel 1.

All channels shall have a timer that will disable the transmitter after approximately 60 seconds of continuous transmission to prevent the transmitter from remaining on the air and tying up the channel.

CONTROLS: The controls and indicators listed below used for controlling the radio set shall be mounted on the front panel of each radio.

- Power on/off switch
- Power on indicator light
- Transmitter keyed indicator light
- Volume control
- Frequency selector switch which will permit the operator to select the appropriate operating channel. - If this switch is an up - down switch, the memory in the radio shall retain the number of the channel selected when the radio was turned off and shall automatically return the radio to that same channel when the radio is again turned on, even if power to the radio has been disconnected.
- Tone coded squelch on/off control (Unless this switch is located on the provided microphone hang up box)
- All operator switches and controls used shall be well marked and easily readable by the operator when mounted in the normal configuration. They shall be easily accessible to the operator.

MICROPHONE: The radio shall be supplied with a heavy-duty palm style microphone. The receivers tone coded squelch circuitry shall be automatically disabled upon removing the microphone from its hanger.

TRANSMITTER POWER OUTPUT: Each transmitter (when keyed) shall provide at least 25 watts of RF power at the antenna plug on the radio when a DC voltage of 13.6 volts is provided at the end of the power cable supplied with the radio. If the antenna connector on the radio is not an "UHF" female style connector, the proper RF adapter to change the radio's antenna connector to a "UHF" female jack will be supplied with the radio.

AGENCY SPECIFICATIONS

Specification No. 0111BDL -4 / UHF DASH MOUNTED RADIOS (*continued*)

ANI Encoder:

Each radio shall be capable of being programmed with up to six (6) digits DTMF Automatic Number Identifier (ANI) using the standard sixteen (16) DTMF Signaling tones. The minimum and maximum and interdigit tone times shall be adjustable from 20ms-100ms. The ANI shall be programmed for leading (ANI when PTT is depressed). Mike audio shall NOT be present during ANI functions. ALL radio will be programmed with 111 as their ID and a timing of 50ms. The radios must also be capable for be capable of FleetSync® operation

EXTERNAL SPEAKERS: All mobile radios shall be supplied with a separate speaker assembly in addition to the built in speaker.

ANTENNAS: All radios will be supplied with a quarter wave antenna, NMO 450-512 (e.g. Anteneex QW450 or equivalent). Connector on the coax shall match the radio antenna jack.

METERING: Centralized-metering jacks for the transmitter and receiver shall be provided for simplified alignment and troubleshooting. The manufacturer shall offer an optional test set designed to be used with these jacks.

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS
BRADLEY INTERNATIONAL AIRPORT

DOIT – CONTRACTS & PURCHASING DIVISION
012-A-27-7040-C
SPECIAL BID/CONTRACT TERMS AND CONDITIONS

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1. SCOPE

The State is seeking contractors to provide ***Kenwood radio equipment*** (per agency specifications) for Department of Transportation for Bradley International Airport. **The contract period will run from the Date of Award through September 30, 2004 with the option to extend for one additional year.**

2. AUTHORIZED DEALER

Contractors must be authorized dealers for the product lines they are offering to sell at the time of the bid opening and for the term of the contract. Contractors are required to indicate the product lines they are authorized to sell. Contractors may be asked to provide proof from the manufacturer prior to award or during the term of the contract.

3. COMPLIANCE WITH BID SPECIFICATIONS:

If the equipment being bid does not comply with one or more items of the specifications, each deviation must be documented in the bid response. **Acceptable Brand Lists are located on DOIT's website: <http://www.doit.state.ct.us/purchase/main/ausa.htm>**

4. INSPECTION OF EQUIPMENT:

Prior to the award of this contract, the State reserves the right to inspect a sample of the equipment being bid. Upon request, the contractor shall deliver a sample of the exact model of the equipment being bid within 15 calendar days of the request.

5. INSURANCE REQUIREMENTS

The contractor will carry sufficient insurance to cover the nature of work to be performed to indemnify and hold the State of Connecticut harmless from any insurable cause whatsoever. Upon Request, contractors will furnish a current Certificate of Insurance evidencing General Liability, including products and completed operations coverage, Workers' Compensation and Automobile Liability coverage, naming the State of Connecticut as additional insured.

6. WARRANTY

Radio equipment supplied by the contractor shall be **new** and warranted against defects in material and workmanship. Contractors are to indicate all manufacturers' warranties that apply to the equipment/service being offered including any additional or extended warranties that may be optional.

The minimum warranty is one (1) year, from the date the equipment is placed into service. All contractors are to stipulate if they offer any additional warranties. Upon request, a copy of the warranty must be made available to the requesting state agency.

7. PRICING RATES & PAYMENT TERMS

Prices shall be net, including all costs that the bidder may incur, without exception. Contractors will ensure that quote includes all ancillary costs (e.g. transportation charges). Failure to include an applicable cost will be interpreted as that cost being included in the price.

Quantities listed in the Bid Schedule are estimates only. Actual quantities purchased may be more or less than the estimates listed. Contractors may submit a bid for any/all of the items noted on the Bid Schedule pages.

Payment terms are **Net 45 days**. The State will make payment within 45 days after acceptance of equipment, and receipt of a properly submitted invoice. *Contractors may offer discounts for early payments.*

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012-A-27-7040-C
SPECIAL BID/CONTRACT TERMS AND CONDITIONS

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8. DELIVERY & SHIPPING TERMS

Contractors will give their earliest guaranteed delivery time (A.R.O.) and be specific (i.e. 14 days A.R.O.) **Delivery may be an important factor in making the award.** Contractors are cautioned to state the best factual delivery date possible on the Bid Schedule page. Equipment shall be delivered ready to operate in accordance with the instructions contained within the requesting agency's purchase order. Shipping terms are **F.O.B. State Agency**. Terms listed otherwise are subject to rejection.

9. BASIS OF AWARD

An award will be issued to the lowest, responsible, qualified contractors, who are in compliance with the Agency's technical specifications, these Special T & C stated herein, and the Bid/Contract Terms and Conditions. **The State reserves the right to make an award per line item, per group of items, OR to the total overall low bid, whichever it deems is in its best interest.**

10. PRICE INCREASES

Pricing Rates quoted under this contract shall remain firm for a period of one (1) year from effective date of contract award. Thereafter, the awarded contractor may file for a price increase at the end of each one (1) year period. Changes shall be consistent with and relative to price changes originating with the manufacturer as evidenced by notices or list pricing (parts). Requests for such increase must be fully and properly documented and include the new pricing medium.

Contractors must submit a formal request for an increase to the Department of Information Technology, *Contracts & Purchasing Division*, no later than thirty (30) days prior to the effective price increase date. The increase request shall contain the date the increase takes effect. *No retroactive increase will be allowed.* The State reserves the right to reject any requests deemed excessive.

Contractors will honor contract pricing on purchase orders issued prior to the effective date of any increase in price.

11. PRICE DECREASES

Price decreases will become effective immediately on the date specified in the manufacturer's notice of change. Contractors shall bill the State at the reduced price on all deliveries made on or after the date of the manufacturer's price reduction. Contractors also shall promptly provide the Department of Information Technology with a letter of notice concerning the change with a copy of the pricing medium.

12. CANCELLATION

The State reserves the right to cancel any unfulfilled portion of the contract if the Department of Information Technology deems the parts, supplies, or accessories provided by the contractor are unsatisfactory or inconsistent with the bid/contract terms and conditions.

13. CONTRACTOR INFORMATION In the event that the awarded contractor's information changes (i.e. name, address, telephone), it is the contractor's responsibility to notify the DOIT, *Contracts & Purchasing Division*, of such changes in writing. The State will not be held responsible for payments or purchase orders that are delayed due to additional routing caused by the lack of notification on the contractor's part.

14. TAXES

Purchases made by the State of Connecticut are exempt from the payment of Federal Excise Tax, Transportation Tax, and Connecticut Sales and Use Tax. Upon request, the requesting State Agency will provide a Federal Excise Tax Exemption Certificate.

DOIT – CONTRACTS & PURCHASING DIVISION
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SPECIAL BID/CONTRACT TERMS AND CONDITIONS

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15. LAWS

Everything herein shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Contractor will be in compliance with all applicable federal, state, and local laws and regulations, including but not limited to Connecticut General Statute sections 4a-60 and 4a-60a on nondiscrimination and affirmative action provisions, as well as:

- ▶ Affirmative Action Policy Statement: <http://www.state.ct.us/governor/aapolicy.htm>
- ▶ Sexual Harassment Policy Statement: <http://www.state.ct.us/governor/sexualharasspolicy.htm>
- ▶ Section 16 of P.A. 91-58 nondiscrimination provisions regarding sexual orientation

The contractor is also subject to the provisions of the following:

- ▶ Executive Order Number Three issued by Governor Thomas J. Meskill, promulgated on June 16, 1971, Nondiscrimination Clauses in Contracts:
<http://www.state.ct.us/governor/executiveorders/meskill3.htm>
- ▶ Executive Order Number Seventeen issued by Governor Thomas J. Meskill, promulgated on February 15, 1973, Job Listings with the State Employment Service:
<http://www.state.ct.us/governor/executiveorders/meskill17.htm>
- ▶ Executive Order Number Sixteen—of Governor John G. Rowland—promulgated on August 4, 1999, regarding Violence in the Workplace Prevention Policy. No. 16:
<http://www.state.ct.us/governor/executiveorders/no16.htm>

16. PURCHASE ORDERS/INVOICING

The requesting State Agency will issue purchase orders. Questions regarding purchase orders and invoicing should be directed in accordance with the instructions contained in the boilerplate of the purchase order. All questions pertaining to the Department of Transportation's purchase orders may be directed to the DOT's Processing Unit at (860) 594-2337.

Payments may be delayed if the invoice is not properly completed in accordance with the instructions contained in the purchase order.

Payment and invoicing inquiries pertaining to Department of Transportation should be directed to the DOT's Accounts Payable Unit at (860) 594-2470. Invoicing to the Department of Transportation should be sent as follows:

Department of Transportation
Attn: Accounts Payable
P.O. Box 317546
Newington, CT 06131-7546

Whenever possible, contractors should utilize the state invoice form CLA-3/CO-17. All billing must contain the contractor's federal identification number. The contractor's invoice must also reference the Department of Transportation's Purchase Order number and the contractor's invoice number.